

浙江大学海宁国际校区班车管理规定

（试行）

为方便师生工作与生活，就国际校区来往杭州紫金港校区、华家池校区间班车作如下规定：

第一条 海宁国际校区班车是为校区教学、办公和生活开通的校园公共交通。

第二条 班车类型：班车包括有工作日行政班车、工作日教学班车和周末学生班车。工作日行政班车是为行政和教学人员设置的班车；教学班车为兼职教师及其助教设置的日间往返班车；周末班车是为学生到紫金港校区学习交流设置的班车，实行预约开放，如预约人数单趟次少于5人（包括5人），该周班车取消，延至下周重新开放预约。

第三条 班车预约：为有效利用班车资源，班车乘坐实行全员预约制度。教职工及学生可在预约网站及公众号查找班次并自主预约，若不能按预约班次乘坐，应提前取消预约。乘坐班车时应出示预约后收到的电子票并扫码乘坐。

第四条 班车预约权限：教职工可预约所有班车并可为有实际教学工作需要的第三方预约。研究生仅能预约工作日教学班车和周末学生班车，本科生仅能预约周末学生班车。非国际校区专职员工的浙江大学教职工因工作需要乘坐班车的，可由业务归口部门填写预约系统白名单申请表，经归口部门负责人审批同意后可加入预约系统白名单，可自主预约班车。

第五条 未预约人员应出示身份证明并登记相关信息，班车有空位时可乘坐；未预约的、预约后既不乘车也未取消预约的，总务部门应给予提醒。2次以上不预约或预约未取消的冻结预约权限两周。

第六条 班车至少提前5分钟到达指定停车地点，因不可抗力或特殊情况需要作出变更的应提前一天公告。

第七条 所有班车乘客均应遵守乘车规定。

1. 上车主动检票，按时乘坐。
2. 安全乘车。不得携带易燃、易爆、易腐蚀、有毒、放射性等危险品上车；
3. 文明乘车。禁止吸烟和大声喧哗，不在车厢内饮食味道重的食物，不带宠物活禽上车。

Shuttle Bus Management Regulations

International Campus, Zhejiang University

(Trial)

For the convenience of all the faculty and students of International Campus, Zhejiang University, the following management regulations are formulated on the shuttle bus operating between campuses to international campus.

1 Shuttle bus service of International Campus is for teaching, office work, and campus life only.

2 Type of shuttles: Shuttles include Workday Admin Shuttle, Workday teaching Shuttle as well as Weekend Student Shuttle. Workday Admin Shuttles are for administrators and teachers. Workday teaching Shuttles running in the middle of the day are for part-time teachers and their assistants. Weekend Student Shuttles are for exchange learning in Zijingang Campus with a reservation system. If no more than 5 people (inclusive) make the reservation, shuttle service of this weekend will be cancelled.

3 Shuttle reservations: To make full use of shuttle resources, all passengers need to make a reservation in advance. Teaching and admin staff and students can book the shuttle on the Campus Operation Service or in the Campus Logistics Service WeChat Public Account. Please cancel the reservation in advance for any change of plans. Please use your e-ticket and scan the code as you get on the bus.

4 Reservation permission: Teaching and admin staff have the permission to reserve all kind of shuttles and can reserve for third party in case of any teaching demand. Graduate students are only allowed to reserve Workday teaching Shuttle and Weekend Student Shuttle. Undergraduates can reserve Weekend Student Shuttle only. Teaching and admin staff of other campuses of Zhejiang University who requires shuttle services between ZJU campuses can apply for white list permission so that the staff can book the ticket by oneself.

5 If there are seats left, those who do not reserve can show their identification info and register when getting onto the bus. To those who do not reserve or do not cancel the reservation when no longer needed, Office of Campus Development and Management has the responsibility to make proper warnings. Reservation permission will be closed for two weeks if found taking the shuttle without reservation for more than two times.

6 The shuttle bus should arrive at the appointed location at least 5 minutes before

departure. Notice will be given one day in advance if there is any schedule adjustment due to unexpected cases.

7 All the passengers should obey the following rules:

- a) Please show your ticket and get on the bus on time.
- b) Please keep safety in mind. Do not carry inflammable, explosive, corrosive, toxic, radioactive and other dangerous goods onto the bus.
- c) Please take bus with good manner. Do not smoke, shout, eat smelly food, or carry pets or birds onto the bus.